

LEAGUE OF WOMEN VOTERS OF METROPOLITAN TULSA  
BYLAWS 2018

ARTICLE I - Name

Sec. 1. Name: The name of this organization shall be the League of Women Voters of Metropolitan Tulsa hereinafter referred to as LWVMT. The LWVMT shall operate as a charitable trust and is an integral part of the League of Women Voters of the United States and of the League of Women Voters of Oklahoma.

ARTICLE II - Purposes and Policy

Sec. 1. Purposes: The purposes of the LWVMT are to promote political responsibility through informed and active participation of citizens in government, and to act on selected governmental issues. LWVMT is organized and operated exclusively for charitable purposes under Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future tax code. Notwithstanding any other provision of these bylaws, LWVMT shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under such provisions of the Internal Revenue Code. No substantial part of the activities of LWVMT shall be attempting to influence legislation.

Sec. 2. Policy: The LWVMT shall not support or oppose any political party or any candidate. The LWVMT may take action on local governmental issues and policies in the public interest in conformity with the Principles of the League of Women Voters of the United States as adopted by the national convention of the League of Women Voters of the United States.

ARTICLE III - Membership

Sec. 1. Eligibility: Any person who subscribes to the purposes and policy of the LWVMT shall be eligible for membership.

Sec. 2. Types of Membership:

a. Voting Members: Persons at least 16 years of age who join the LWVMT shall be voting members of LWVMT, the League of Women Voters of Oklahoma and of the League of Women Voters of the United States. Those who have been members of the League of Women Voters of the United States for 50 years or more shall be life members excused from the payment of dues. Any person otherwise eligible for membership but unable to pay the full amount of dues, shall be eligible to receive a dues subsidy upon recommendation by the membership chair and approval by the board of trustees.

b. Student Members: A student membership may be held by a person at least 16 years of age who is enrolled either full or part-time in an accredited institution.

c. Associate Members. All others who join LWVMT shall be associate members.

ARTICLE IV - Officers

Sec. 1. Enumeration of Officers: The officers of the LWVMT trust shall be a President, Vice President, Secretary and Treasurer. All officers shall be voting members of the LWVMT and Trustees.

Sec. 2. Election of Officers: The President and the Secretary shall be elected at the annual meeting in odd-numbered years. The Vice President and the Treasurer shall be elected at the annual meeting in even-numbered years. Upon recommendation of the nominating committee, the offices of President and Secretary may be filled by two co-officers.

Sec 3. Term of Office: All officers shall serve for two years or until a successor assumes office. All officers' terms shall begin on July 1 after the annual meeting at which they were elected.

Sec. 4. President: The President shall have such powers of supervision and management as customarily pertain to the office of president, shall preside at all meetings of the organization and the board of trustees or designate another person to do so, shall be, ex-officio, a member of all committees except the nominating committee, may sign or endorse checks, drafts, and notes in the same manner as the Treasurer, and shall perform such other duties as the board may direct.

Sec. 5. Vice President: The Vice President shall perform such duties as directed by the board and by the President. The Vice President shall, in the event of absence, disability, or death of the President, possess all of the powers and perform all of the duties of the office of the President, until the board of trustees shall elect one of its members to fill the vacancy.

Sec. 6. Secretary: The Secretary shall keep minutes of all membership meetings of the League and of all meetings of the board of trustees. The Secretary shall notify all officers, trustees, and chair and members of the nominating committee of their election. The Secretary shall sign, with the President, all contracts and other instruments when so authorized by the board and shall perform such other functions as directed by the board and the President.

Sec. 7. Treasurer: The Treasurer shall collect and receive all monies due, shall be custodian of these monies, shall deposit them in a financial institution designated by the board of trustees, shall disburse the same only upon order of the board or as authorized by the annual budget, and may sign or endorse checks, drafts and notes. The Treasurer shall present statements to the board at its regular meetings and an annual report at the annual meeting. A review of the financial records shall be made annually.

Sec. 8. Vacancies: If any office shall become vacant, the board of trustees shall elect one or more of its members to fill the vacancy until the beginning of the next fiscal year. If the vacancy occurs during the first year of the officer's term of office, the nominating committee shall nominate a replacement for a one-year term to be elected at the annual meeting.

#### ARTICLE V - Board of Trustees

Sec. 1. Membership: The board of trustees shall consist of the officers of the LWVMT, eight elected trustees and not more than eight trustees appointed by the elected members of the board. All trustees shall be active members of the LWVMT.

Sec.2. Selection and Term of Office: Four trustees shall be elected by the general membership at each annual meeting and shall serve for a term of two years or until their successors have been elected and

assumed office. The terms of all elected trustees shall begin on July 1 after the annual meeting at which they were elected.

If an elected trustee leaves the board of trustees by resignation, death, or disqualification during the first year of her/his term, the nominating committee shall nominate a replacement to be elected at the annual meeting and to serve for the second year of the two-year term. All appointed trustees shall serve until the end of the fiscal year during which they were appointed.

Sec. 3. Meetings: There shall be at least nine regular meetings of the board of trustees annually. The President may call special meetings of the board of trustees and shall call a special meeting upon the written request of five members of the board of trustees. Absentee or proxy voting shall not be permitted.

Sec. 4. Emergency Voting: In case an emergency situation develops requiring a vote of the Board of Trustees and no special meeting can be convened, the needed vote may be taken by telephone and/or email provided the emergency situation has been declared by at least three (3) members of the Board of Trustees including the President or the Secretary, and provided at least two-thirds of the members of the Board of Trustees are contacted and vote. A majority of those voting will be required for adoption.

Sec. 5. Vacancies: Any vacancy occurring in the board of trustees by reason of the resignation, death or disqualification of an elected member who is not an officer may be filled by a majority vote of the remaining members of the board of trustees for a term to last until the beginning of the next fiscal year. Three absences by a trustee from board meetings may be deemed a resignation if the board of trustees so votes.

Sec. 6. Powers and Duties: The board of trustees shall manage and supervise the business and activities of the LWVMT subject to the instruction of the membership at the annual meeting or any other general membership meeting. The board of trustees shall create and designate such special committees as it may deem necessary.

Sec. 7. Quorum: A majority of the members of the board of trustees shall constitute a quorum.

#### ARTICLE VI – Meetings of the Membership

Sec. 1. Membership Meetings: An annual meeting shall be held in the fourth quarter of each fiscal year. There shall be at least one other meeting of the membership each year. Times and places shall be determined by the board of trustees or the President. The members shall be given written notice of the meeting not less than twenty days prior to the meeting.

Sec. 2. Annual Meeting: The annual meeting shall:

- a. adopt a local program for the ensuing year;
- b. elect officers, trustees, and the chair and two members of the nominating committee;
- c. adopt an adequate budget; and
- d. transact such other business as may properly come before it.

Sec. 3. Special Meetings: Special meetings of the LWVMT may be called by the President and shall be called upon the written request of twenty-five members of the LWVMT. Except as may be provided elsewhere in these bylaws, the notice for special meetings shall be given as for the annual meeting.

Sec. 4. Quorum: Eight percent of the active membership of the LWVMT shall constitute a quorum. The official membership numbers shall be determined twenty days prior to the date of the meeting and certified by the Secretary.

Sec. 5. Absentee or Proxy Voting: Absentee or proxy voting shall not be permitted.

## ARTICLE VII - Committees

Sec. 1. The LWVMT shall have four committees: an executive committee, a budget committee, a nominating committee, and a program planning committee. Other committees may be appointed by the president or the board of trustees as needed. No committee shall have fewer than three members. Each committee shall report to the board of trustees as required to fulfill its charge.

Sec. 2. Executive Committee: The executive committee shall consist of the officers and the chairs of the budget and program planning committees. Its purpose shall be to plan the agenda for board of trustees' meetings and to assure that the board is provided with the information necessary with respect to matters to be considered, and to perform such other functions as the board may direct.

Sec. 3. Budget Committee: A budget committee shall be appointed by the board of trustees at least three months prior to the annual meeting to prepare a budget for the ensuing year. The President will specify a deadline for the proposed budget to be submitted to the board of trustees for consideration and approval. The budget proposal, after approval by the board of trustees, shall be sent to all members not fewer than twenty days before the annual meeting.

Sec. 4. Nominating Committee: The nominating committee shall consist of five members. The chair and two members, who shall not be members of the board, shall be elected at the annual meeting. Nominations for these positions shall be made by the current nominating committee. The other two members shall be members of the board of trustees and shall be appointed by the incoming President in July. Any vacancy of the nominating committee shall be filled by the board of trustees. Suggestions for nominations for officers and trustees may be sent to this committee by any active member. The nominating committee shall serve for a term of one year beginning August 1. No individual shall serve on the nomination committee for more than three consecutive years.

The nominating committee shall prepare a single slate of candidates for officers, trustees, and the chairman and two members of the succeeding nominating committee. The nominating committee shall be available during the year to assist the board and the President to fill vacancies occurring during the year.

Sec 5. Program Planning Committee: The program planning committee shall be appointed by the board of trustees in July. The program planning committee is responsible: 1) for considering the continuation, revision or dropping of all national, state and local programs and submitting recommendations to the board of trustees, and 2) for recommending to the board of trustees study and/or action as local programs for the next fiscal year. The committee members may use discussions at unit meetings in their considerations.

## ARTICLE VII - Nominations and Elections

Sec. 1. Nominations: Report of the Nominating Committee and Nominations from the Floor: The report of the nominating committee of its nominations for officers, trustees, and the chair and two members of the succeeding nominating committee shall be sent to all members with the notice of the annual meeting. The report of the nominating committee shall be presented to the annual meeting. Immediately following the presentation of this report, nominations may be made from the floor by any active member, provided the consent of the nominee has been obtained.

Sec. 2. Elections: The election shall be by ballot. If there is but one nominee for an office, a voice vote may be taken. A majority vote of those qualified to vote and voting shall constitute an election.

## ARTICLE IX - Principles and Program

Sec. 1. Principles: The Principles are concepts of government supported by the LWVMT and are the authorization for adoption of national, state and local program.

Sec. 2. Local Program: The program of the LWVMT shall consist of:

- a. action to implement the Principles, and
- b. those local governmental issues chosen for concerted study and/or action.

Sec. 3. Program Selection: The annual meeting shall select local governmental issues for concerted study and/or action using the following procedures:

- a. The board of trustees shall consider recommendations by the program planning committee and by active members of the LWVMT sent in two months prior to the annual meeting and shall formulate a proposed program.
- b. The proposed program shall be sent to all members with the notice of the annual meeting.
- c. A majority vote of active members present and voting at the annual meeting shall be required for adoption of subjects in the proposed program.
- d. Recommendations for program items submitted two months prior to the annual meeting, but not recommended by the board of trustees, may be considered at the annual meeting, provided that members attending the annual meeting shall order consideration by a majority vote. The members attending the annual meeting may then adopt the item by a three-fifths vote. Changes in the program, in the case of altered conditions, may be made provided that information concerning the proposed changes has been sent to all members not fewer than two weeks prior to a general membership meeting at which the change is to be acted upon.

Sec. 4. Member Action: Members may act or speak in the name of the League of Women Voters only when authorized to do so by the board of trustees or the President acting on behalf of the board of trustees.

Sec. 5. Local League Action: The LWVMT may act only in conformity with, not contrary to, the positions taken by the League of Women Voters of Oklahoma and the League of Women Voters of the United States.

## ARTICLE X - Financial Administration

Sec. 1. Fiscal Year: The fiscal year of the LWVMT shall be July 1 to June 30.

Sec. 2. Dues: Annual dues shall be payable on or before the first of July in each year and are delinquent after August 1. The amount of base dues shall be determined by a three-fifths vote of those members present and voting at the annual meeting. When two or more members reside at the same address in a common household, the dues for the first member shall be the base dues amount as determined at the annual meeting and for each other member shall be equal to one-half of the base dues amount. For each student member dues shall be less than dues of a base membership not to exceed one-half of the base dues amount. The dues of every member, regardless of classification or subsidy, shall include the appropriate sum to be paid by the LWVMT to the League of Women Voters of the United States, and to the League of Women Voters of Oklahoma (per member payment) as may be set from time to time by the League of Women Voters of the United States and League of Women Voters of Oklahoma.

Sec. 3. Budget: The annual budget shall be submitted by the board of trustees to the general membership at the annual meeting. If a major adjustment of the budget during the fiscal year is necessary, the adjusted budget shall be submitted to the membership at a special meeting. The budget shall include appropriate support for the work of the League of Women Voters of the U.S. and the League of Women Voters of Oklahoma.

Sec. 4. The Distribution of Funds on Dissolution: In the event of the dissolution of the LWVMT for any reason, all money and securities or other property of whatsoever nature which at the time be owned or under the absolute control of LWVMT shall be distributed at the discretion of the board, or such other persons as shall be charged by law with the liquidation or winding up of LWVMT and its affairs, to any member organization of the League of Women Voters national organization which is exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code; or if none of these organizations are then in existence or exempt under those tax provisions, then, at the discretion of the board, to another organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under such designated tax provisions.

## ARTICLE XI - National Convention, State Convention, and State Council

Sec. 1. National Convention: The membership at a local meeting held before the date on which the names of delegates must be sent to the national office shall select delegates to the convention in the number allotted the LWVMT under the provisions of the bylaws of the League of Women Voters of the United States.

Sec. 2. State Convention: The membership, at a local meeting held before the date on which the names of delegates must be sent to the state office, shall select delegates to that convention in the number allotted the LWVMT under the provisions of the bylaws of the League of Women Voters of Oklahoma.

Sec. 3. State Council: The membership, at a local meeting held before the date on which the names of delegates must be sent to the state office, shall select delegates to that council in the number allotted the LWVMT under the provisions of the bylaws of the League of Women Voters of Oklahoma.

## ARTICLE XII - Parliamentary Authority

Sec. 1. Parliamentary Authority: The rules contained in the current edition of Roberts Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## ARTICLE XIII - Amendments

Sec. 1. Amendments: These Bylaws may be amended by a two-thirds vote of the voting members present and voting at the annual meeting, or at a special meeting called for the purpose and at which a quorum is present. Proposed amendments must be submitted to the membership in writing not fewer than twenty days prior to the annual meeting or to the special meeting at which they are submitted to a vote.

Original Bylaws adopted 1925.